



How to View/Edit Family Profile in Sycamore



Please follow these steps to check over what we have in our system.

Always click the blue **update*** button on any step that you make changes on.

Always make sure you have scrolled down to the bottom of any pop up box that opens or resize it to make sure you don't miss anything.

School Home Page Diagram:

First log in to Sycamore using the login information you use to retrieve report cards.

1. On the left hand side go to **My Family**
2. Then **Information** and click
3. On the **General** tab -
 - a. Edit **Address** and **Home phone** if needed (cell phone's will be on the next tab)
 - b. On the right side you will see the **Online Family Directory** section - The default setting is to "include" everything. Please check the boxes of any items you would like to have "excluded" and **update***
4. Click the next tab - **Contacts**

Contacts Page Diagrams: (only need to verify phone #'s and email)

5. Click on each person's name to view, correct, and **update***
6. New contact's can be added by clicking the **New Contact button*** in the upper right hand corner. Feel free to add additional contacts as you see fit.

Things to note:

Emergency Contact box: check for any contact that you wish us to call in case you cannot be reached.
Authorized pick-up box: you may check this for any individual contact but please note that anyone going through the carpool line **MUST STILL** have a gold Vehicle ID card to pick up any student(s). This field is for **walk-in pick up use ONLY**.



School Home

Family / BRA1513

School
Front Desk
Info Center
Break Room
System Help

My Family

Information
Contacts
Students
Medical
My School
My Accounting
My Organizer
Logout (carol.brady)

General

Contacts

4

Students

Medical

6

New Contact

Name	Primary	Relationship	Home Phone	Work Phone	Cell Phone
Brady, Carol	<input checked="" type="checkbox"/>	Mother		(952) 381-3509	(651) 338-4743
Brady, Michael	<input checked="" type="checkbox"/>	Father		(847) 298-4875	
C, Alice		Helper			(999) 888-1234

My Family Contact Profile

app.sycamoreschool.com/myfamilycontact.php?task=viewcontact&update=family&cid=2040335

Brady, Carol

General

Messaging

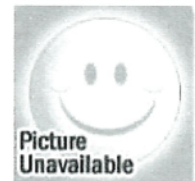
Title

Suffix

First Carol

Middle

Last Brady



Address 123 Sunnybrook

Address2

City/Town Anytown

State/Region CA

Zip/Postal 98765

Country

Cell 9998881234

Home

Work 1 4892145256

Work 2 0008881116

Fax

Gender

DOB

Email mnewman@hmjds.org

Email2

Email3

Email4

Relationship Mother


Emergency Contact ☒Authorize Pickup ☐

Update

Close

Finally, go back to the **School Home Page Diagram (#2)** and on the right hand side of that page in the **“Online Forms Events”** section.


7. Click the **Student Health History Form**. Complete for each student. Remember you may need to scroll down to complete all of the questions depending on the screen size you are viewing it on. If you have more than one student you will need to click on the same Health History button to start a new form for each subsequent student.



Heilicher Minneapolis Jewish Day School

2019-2020

Good Afternoon, Carol



School Home

My Classes

My Students

Overview

School

Front Desk

Info Center

Break Room

System Help

My Family

My School

My Accounting

My Organizer

Logout (carol.brady)


Information

My Students


Weather

Online Forms Events


Featured




Cindy
Cindy




Bobby
Bobby




Jan
Jan




Peter
Peter




Marsha
Marsha




Greg
Greg




Cindy Brady




Bobby Brady




Jan Brady



Peter Brady




Marsha Brady



Greg Brady

Minneapolis MN US

29 minutes ago



Sunny

Temp 67 F

Wind NW 2.7 mi/h

Feels 74 F

Dew Point 50 F

Wind Chill 67

Pressure 30.16

Visual 10 mi

View Forecast

AccuWeather

Student Health History

7

Photos

Documents

Links